



# VOLUNTARY CHAPTERS



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<u>Chapters</u>	<u>Description</u>	<u>Approval Authority</u>
Chap 5-3	Secretarial Authority	DA, HRC
Chap 5-16	90 Day School Drop	COL (Bde Cdr)
Chap 6	Hardship	COL (Bde Cdr)
Chapter 8	Pregnancy	COL (Bde Cdr) **
Chapter 10	In Lieu of Court Martial	GCMCA (CG)
Chapter 12	Retirements	DA, HRC
Local Approval for SGT and SSG w/o Waiver		
Chapter 16-2	Green to Gold	LTC (Bn Cdr)**
Chapter 16-4	DCSS	LTC (Bn Cdr)**

\* If the LTC has a legal advisor or Judge Advocate



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## REFERENCES

AR 635-200  
Administrative

Active Duty Enlisted  
Separations

AR 600-8-24  
Discharges

Officer Transfer and

AR 350-100  
Obligations

Officer Active Duty Service

AR 635-5-1  
(SPD)

Separation Program Designator  
Codes (FOUO)

AR 600-8-105

Military Orders



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## OFFICER TRANSFER AND DISCHARGES

**Release from Active Duty (REFRAD)** - For Other than Regular Army (OTRA) Officers - USAR, ROTC, OCS graduates (no longer applicable since 11 Nov 05)

**Unqualified Resignations** - For Regular Army component Officers



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## Chapter 5-16, 90 Day School Drop

**DA 4187**

**ERB**

**Letter of acceptance** from the university/college

accredited by the VA, with the class start date

and registration date on the letter.

**DA 31** (Approved leave form w/ Control #, if taking transition leave)

**Current DD 93**

**DD 2648 - ACAP (*mandatory*)**



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## Chapter 5-16, 90 Day School Drop (continuation)

**DD 4/1,2,3,4 (Initial Enlistment Contract)**

Copies of approved **CSPN, ERD** (if any)

**DA 268** (Removal of FLAG, if applicable)

**Approval by the Special Court Martial  
convening  
authority Bde Cdr/O6**, in the Soldier COC



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## CHAPTER 6-3 (HARDSHIP)



### **DA 4187 ERB**

A personal request from the soldier explaining the nature of the hardship

Affidavit or statement from at least two (2) agencies or individuals, other than members of the soldier's family, substantiating the dependency or hardship.

Additional documents to show proof of hardship or dependency as outlined in AR 635-200 paragraph 6-7.



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## Chapter 6-3, Hardship (continuation)

### A. Dependency

An affidavit or statement by or on behalf of the soldier's dependent substantiating the dependency hardship

### B. Hardship

- B (1) Parenthood of Married Soldiers
- B (2) Sole Parent

For financial difficulties, a detailed statement is required to establish the monthly income and statement of the family

**DD 4/1,2,3,4 (Initial Enlistment Contract)**



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## Chapter 6-3, Hardship (continuation)

Copies of approved CSPN, ERD (if any)

**DD 93** (Emergency Data Card)

**DA 31** (approved leave form w/Control #, if taking transition leave)

**DD 2648 - ACAP (*mandatory*)**

**DA 268** (Removal of a FLAG, if applicable)

**Approval by** the special court martial convening authority **Bde Cdr/O6**, in the Soldier's COC



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## Chapter 8 - Pregnancy

**DA 4187**

**ERB**

**Pregnancy Counseling**

**Physical Exams (*mandatory*) (DA 2807 & 2808) or Medical Assessment**

**Doctor's Statement or Profile** (With due date of expected delivery date on the form

**DD 4/1, 2, 3, 4** (Initial Enlistment Contract)

Current **DD 93** (Emergency Data Card)



# VOLUNTARY CHAPTERS



## Chapter 8 - Pregnancy (continuation)

Copies of approved CSPN, ERD (If any)

**DD 2648 - ACAP (*mandatory*)**

**DA 268** (Lifting of the FLAG, if applicable)

**DA 31** (approved leave form w/ Control #, if taking transition leave)

**Approval by the Bn Cdr (O5) or Bde Cdr (O6), in the Soldier's COC**



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## Chapter 10 - Discharge for the Good of the Service

Complete Chapter Proceedings with Confinement documents

**ERB**

**DD 2648 - ACAP (*Mandatory*)**

**DA 4187 - (PDY-AWOL, AWOL-DFR, DFR-PDY)**

**DA 268** (Lifting of the FLAG, If applicable)

**DD 4/1, 2, 3, 4** (Initial Enlistment Contract)

**DD 93** (Emergency Data Card)

Copies of approved CSPN, ERD (if any)

**Approval by the GCMCA (GO), delegated to the SCMCA (O6) for AWOL/DFR**



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## Chapter 16-2 **Green to Gold Program**

**DA Form 4187**

**ERB**

**Letter of acceptance** from the  
**university/college.**

**Letter of acceptance** from the **Professor of  
Military Science (PMS).**

Approval of waiver from the approval authority  
(if a waiver is requested).

Approval from the Cadet Command (for ROTC  
scholarship).

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## Chapter 16-2 **Green to Gold Program (continuation)**

**DD 2648 - ACAP (*Mandatory*)**

**DD 4/1, 2, 3, 4** (Initial Enlistment Contract)

Copies of approved CSPN, ERD (if any)

**DA 268** (lifting of the FLAG, if applicable)

**Approval by the Bn Cdr (O5) or Bde Cdr (O6), in the Soldier's COC**

**Note: Transition Leave Is Not Authorized For Chapter 16-2**



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## Chapter 16-4

# Declination of Continued Service Statement (DCSS)

**DA 4187**

**ERB**

**DA 4991-R** (DCSS Form)

**DD 4/1, 2, 3, 4** (Initial Enlistment Contract)

Copies of approved CSPN, ERD (if any)

**DD 93** (Emergency Data Card)

**DA 31** (approved leave form with Control #, if taking transition leave)

**DD 2648** – ACAP (**mandatory**)

**DA 268** (Removal of FLAG, if applicable)

**Approval by the Bn Cdr (O5) or Bde Cdr (O6), in the Soldier's COC**